

Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

Who we are

We're a Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework on our website or intranet.

Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

Our Standards

Be inclusive
Be a leader

Our Behaviours

Be adaptable
Be smart working

Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

Our Standards

Be knowledgeable
Be skilled

Our Behaviours

Be collaborative
Be smart working

Own it

Take personal responsibility for making things happen and seeing things through.

Our Standards

Show integrity
Be ethical

Our Behaviours

Be empowered
Be accountable

Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

Our Standards

Be an advocate

Our Behaviours

Be supportive
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

Senior Data Protection Advisor

Who is in my team?

| | |
|-------------------|-------------------------|
| Team | Governance & Compliance |
| Line Manager | Head of Governance |
| My Direct Reports | None |
| Updated | July 2025 |

What's my role?

As the Senior Data Protection Advisor, you provide expert leadership on all matters relating to personal data, ensuring compliance with data protection legislation and internal policies. You are responsible for developing, maintaining, and embedding high-quality guidance, training, and policy documentation across the organisation.

You act as the Subject Matter Expert within a small, specialist team and across the wider Governance & Compliance Directorate. You lead strategic initiatives and projects to strengthen data protection practices through structured, systematic approaches to information governance and risk management.

What am I accountable for?

- Provide strategic leadership and expert advice on data protection, supporting across the organisation, ensuring compliance.
- Lead on privacy matters for strategic programmes, including Data Protection Impact Assessments (DPIAs), formal documentation, and participation in project governance and decision making.
- Oversee and improve operational processes to ensure compliance with data protection requirements, including assurance reviews and addressing control gaps.
- Manage complex data subject rights requests, ensuring legal compliance and efficient handling of DSARs within the statutory timeframes.
- Coordinate data extraction, redaction, and collaboration across departments to fulfil data requests securely and accurately, maintaining the highest standards of confidentiality.
- Lead the development and review of data sharing agreements with external partners, ensuring appropriate safeguards and clear accountability are in place.
- Maintain oversight of data protection registers, ensuring they are accurate and up to date.
- Investigate, assess and respond to personal data breaches, advise on mitigation, and drive improvements based on lessons learned.
- Draft, review and maintain data protection policies, guidelines, and procedures, supporting the Data Protection Officer in embedding best practices.
- Provide expert advice on compliance and risk, promoting privacy by design and default across teams and projects.
- Monitor changes in data protection legislation and ensure internal policies, controls

and practices remain up to date and legally compliant.

- Provide upskilling and training specifically for the DPO and other Data Protection roles.
- Build strong relationships with senior stakeholders, offering technical insight and strategic recommendations.
- Promote a strong data protection culture through training, communication, and engagement activities.
- Ensure all data protection activities align with the organisation's Data Governance Framework, legal obligations, and professional standards.
- Oversee accurate record-keeping and data handling in line with legislation, best practice, internal frameworks and legislation.
- Comprehensive understanding of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, with the ability to apply this knowledge to support continuous improvement.
- Perform additional duties consistent with the role, as required by the line manager.
- Work in accordance with organisational standards, including:
 - Professional Values and Behaviour Framework
 - Policies, Procedures and Code of Conduct
 - Commitment to Equality, Diversity and Inclusion
 - Health and Safety responsibilities
 - Confidential reporting (Whistleblowing) policies.

What do I need?

Entry Requirements:

- Considerable experience in data protection within a large, complex organisation
- Operated at DPO level or equivalent
- Strong knowledge of UK GDPR and related legislation
- Recognised data protection qualification (e.g., CIPP/E, BCS)
- Skilled in managing DSARs, DPIAs, and data breaches
- Project management experience with tech implementations
- Excellent communication and stakeholder engagement
- High attention to detail and ability to manage competing priorities
- Commitment to compliance, quality, and continuous improvement

Proficient Requirements:

- Experience mentoring or leading data protection professionals.
- Familiarity with data governance and ISO 27001
- Ability to deliver training and awareness sessions.
- Skilled in drafting data sharing agreements
- Proficient in privacy management tools
- Experience supporting audits or regulatory reviews.
- Understanding of privacy in emerging tech (AI, cloud, biometrics)
- Knowledge of Freedom of Information Act 2000 and records management (if applicable)